



City of Morgan Hill
Seeks an Enthusiastic Individual for the Position of
Recreation Facility Assistant

POSITION DESCRIPTION

The Recreation Facility Assistant is responsible for maintenance, custodial tasks and room set-up of the City Recreation facilities under the direction of the Facility Maintenance Specialist, primarily during evening and weekend hours.

ESSENTIAL DUTIES

- Handles and assists with custodial tasks including: vacuuming carpets, sweeping and mopping floors, cleaning windows, emptying trash, cleaning kitchen, cleaning and supplying restrooms.
- Handle and assist with room set-up and tear downs, including: moving and arranging tables and chairs, setting up sound systems, projectors and other items as needed.
- Utilizes a variety of equipment in the maintenance of the facilities, including: pressure washers, scrubbers, man lift, power tools, pool vacuums, and other maintenance equipment.
- Tests pool chemicals.
- Performs minor facility repairs such as painting, plumbing, wall patching, spot stain removal and others.
- Ensures facility is properly secured each evening to safeguard the facility from theft and vandalism.
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

Must be able to work independently, often with limited/no supervision or direction; adhere to safety procedures, practices and policies of each Recreation Facility and the City of Morgan Hill; establish and maintain effective working relationships with staff. Read, understand and apply written instructions and room layouts.

Education: Graduation from high school or GED equivalent.

Experience: Previous experience in facility maintenance/custodial work a plus.

Special Requirements: Position requires availability of 12 - 20 hours per week. Applicants must be willing to work flexible hours; including evenings, weekends, and holidays. Must have knowledge of methods, tools, and equipment used in the maintenance of public buildings and facilities; work safety practices and procedures. Must be able to lift boxes and other objects weighing up to 50 pounds; Possession of a valid California Class C driver's license in compliance with adopted City of Morgan Hill driving standards.

SALARY

This is a part-time position without benefits. The salary range for this position is \$10 - \$12 per hour.

APPLICATION PROCESS

All applicants must submit a complete City of Morgan Hill Temporary Employment Job Application.

Application can be obtained at:

City of Morgan Hill
17555 Peak Avenue
Morgan Hill, CA 95037

For additional information, contact Monica Delgado, Human Resources Representative, Recreation & Community Services, at 408-782-7271; Chris Ghione, Recreation Manager at 408-782-2128, Maureen Drewniansky, Recreation Supervisor at 408-782-0008 ext. 504. Applications are available at Morgan Hill City Hall, 17555 Peak Ave., Morgan Hill, 95037 or can be downloaded at www.morganhill.ca.gov (e-service center/onlineforms/employment application).